

**Human Resource Letter No. 11-02**  
**FREE Workshops Available at Midlands Technical College**  
**January 7, 2011**

Listed below are workshops offered for FREE by Midlands Technical College. If you would like to attend one of these workshops, please get approval from your Department Director. Department Directors are to contact me with all attendee information for registration once you have ensured office coverage. In situations where the workshop is full or coverage issues exist, participants will be placed on a waiting list for the next available session. Should you have any questions, please feel free to contact me.

**Excel Functions and Formulas**

Take advantage of the power of Excel! Learn about functions and formulas and how they can take the stress out of your calculations!

CECES 641 02	Jan 19	8:30 am – 10:00 am	Northeast Campus
CECES 641 03	Jan 19	8:30 am – 10:00 am	Batesburg-Leesville

**OneNote Basics**

Explore Microsoft OneNote 2010. Capture text, images, video and audio notes, and keep important information readily available in one spot. Attend this session to get the scoop on OneNote 2010!

CECES 658 01	Feb 16	8:30 am – 10:00 am	Northeast Campus
CECES 658 02	Feb 16	8:30 am – 10:00 am	Batesburg-Leesville

**MS Office 2010: What's New?**

Considering an upgrade to or new installation of Office 2010? Microsoft has touted this version as a greatly streamlined user interface that makes it easier to get more out of the programs you use every day. Attend this clinic and see what's new.

CECES 657 03	Apr 20	8:30 am – 10:00 am	Northeast Campus
CECES 657 04	Apr 20	8:30 am – 10:00 am	Batesburg-Leesville

**Time and Task Management**

Learn how to harness the technology and power of Microsoft Outlook to help you better manager your time and tasks each day.

CECES 663 01	May 18	8:30 am – 10:00 am	Northeast Campus
CECES 663 02	May 18	8:30 am – 10:00 am	Batesburg-Leesville

**Anatomy of an Attack**

Attend this interesting session where you will see a demonstration on how your computer could be attached and how to defend against such attacks.

CECES 664 01	Aug 17	8:30 am – 10:00 am	Northeast Campus
CECES 664 02	Aug 17	8:30 am – 10:00 am	Batesburg-Leesville

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